



APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section.

FOR AGENCY USE		FOR RECORDS MANAGEMENT USE	
Application Date 4/28/76	1. Agency Address Georgia Bureau of Investigation 1001 International Blvd., Suite 800 Atlanta, Georgia 30354	Application Number 76-155 - 76-161	
Application Number		Date Received APR 30 1976	Date Completed MAY 26 1976
2. Person to Contact Carol Edwards		Working Title Communications Operator	
		Telephone Number 766-3075	
3. Action Requested a. <input checked="" type="checkbox"/> Establish Retention Schedule; record will continue to accumulate. b. <input type="checkbox"/> Dispose of present accumulation; no further accumulation anticipated. c. <input type="checkbox"/> Amend Application No. _____ Check One: <input type="checkbox"/> Change; <input type="checkbox"/> Supersede; <input type="checkbox"/> Void			
4. Dates of Series Earliest 1975 Latest Present		5. Records Series Title (followed by title used in office, if different) NCIC Computer Entries (see attached list of series)	
6. Division and Office Function What is the function of the Division and the Office in which this record series is created? The Georgia Bureau of Investigation provides crime prevention efforts and criminal investigative assistance to local law enforcement agencies and the Executive Branch of Government of the State of Georgia. The Bureau (GCIC) provides criminal identification, criminal history, and offender tracking services to Georgia Courts, the correction system, and local law enforcement agencies. The State Crime Lab administers the Georgia Post Mortem Act and the Implied Consent Act.			
7. Record Series Description This file contains the following documents (include form numbers and titles, if any): Attach samples of the file. Documents relating to: entering information on outstanding warrants into a central computer. Included are: Records for all outstanding warrants issued in the State of Georgia for felonies, misdemeanors, apprehension requests, non-criminal wanteds such as missing persons or runaways; records of all criminal related vehicle information; records of stolen articles; records of stolen guns; records of serially numbered identifiable securities which have been stolen, embezzled, counterfeited or are missing; records of stolen boats; and computer printouts. File is arranged: By category; thereunder chronologically by date			
8. Monthly Reference Rate How often are records referred to which are: One to six months old <u>2</u> ; Seven to twelve months old <u>2</u> ; Thirteen to twenty-four months old <u>2</u> ; twenty-five months and older <u>2</u> ?			
9. Annual Rate of Accumulation of Records Letter-size drawers <u>1</u> ; Legal-size drawers _____; Shelves _____; Other (specify) _____			

YES	NO	10. Questionnaire (Place an "X" in the proper column)
X		a. Is this the official copy of the series? If not, where is it?
	X	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.
X		c. Is this a vital record?
	X	d. Does this series have historical or long term research value?
	X	e. When one or two documents in the file make it necessary to keep the entire file for a long period, could these documents be scheduled separately?
	X	f. Is the information contained in this series ever published? If yes, attach copy.
	X	g. Is the information contained in this series ever analyzed and/or recorded in a summarized report? If yes, attach copy.
	X	h. Is there a duplication of this series in your office, or in another office or agency? If yes, where?
	X	i. Is this series (or a major portion of it) regularly microfilmed?
X	X	j. Does the record series result in a computer printout?

11. Retention Requirements

The following requires the series to be kept:

- | | | | |
|--------------------------|--------------|-----------------------------------|---------------------------|
| a. State Law | _____ years. | d. Audit period | _____ years. |
| b. Statute of limitation | _____ years. | e. Administrative need | See attached _____ years. |
| c. Federal law | _____ years. | f. Federal retention instructions | _____ years. |

Attach copy or excerpt of laws or regulations. Explain administrative need.

Per GCIC Operating Manual

12. Approved Disposition Instructions

This agency recommends that the file series be cut off at the end of each:

☒ Calendar Year; ☐ Fiscal Year; ☐ Other _____ then,

- ☐ Hold in the current files area _____ month(s) _____ year(s); then
- ☐ Transfer to local holding area; hold _____ year(s); then
- ☐ Transfer to State Records Center; hold _____ year(s); then
- ☐ Destroy.
- ☐ Transfer to State Archives for permanent retention.
- ☐ Other (Specify)

See Attached

These instructions apply to all prior and future accumulations of the series.

Agency Head/Designee (Signature)	Date	Records Management Officer (Signature)	Date
<i>Sobley J. Tucker</i>	4/29/76	<i>Jean Powell</i>	4/29/76
Recommendations in paragraph 12 are approved. (If disapproved, attach letter of explanation.)		State Records Committee (Signature)	
		State Auditor/Designee	Date
		<i>William M. Dixon</i>	5-24-76
		Secretary of State/Designee	Date
		<i>Carver Davis</i>	5-28-76
		Attorney General/Designee	Date
		<i>Robert H. Sheel</i>	5-28-76

12. Approved Disposition Instructions

76-155

1. Warrants/Wanted Persons

- A. Felony warrants, misdemeanors, traffic warrants, non-felony warrant local ordinances - hold 7 years, then destroy
- B. Miscellaneous Wanted and Missing Persons/Runaways (for whom no warrant has been issued) - Hold 2 years, then destroy.
- C. Missing Persons/Runaways (for whom a warrant has been issued) - hold 7 years, then destroy

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2. Stolen Vehicle/License Plates

- A. Vehicle records with no VIN number - hold 1 year, then destroy
- B. Vehicle records with a VIN number - hold 5 years, then destroy
- C. Felony Vehicle - hold 90 days, then destroy
- D. Vehicle Parts - hold 5 years, then destroy
- E. License Plates - hold 2 years, then destroy
- F. Recovered/Abandoned Vehicle - hold 1 year ; then destroy

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3. Stolen Articles

Hold 2 years, from date of theft, then destroy

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4. Stolen Guns

- A. Recovered Guns - hold 3 years, then destroy
- B. Stolen/Missing Guns - Hold 20 years, then destroy.

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5. Stolen Securities

- A. Unrecovered, stolen, embezzled, counterfeited or missing securities - Hold 4 years, then destroy.
- B. Travelers checks and money orders - Hold 2 years, then destroy.

46-182

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46-182

46-182

46-182

76-160 6. Stolen Boats

A. Unrecovered stolen boats, hold 4 years, then destroy.
One year stored; in 1st year, when destroyed.

76-161 7. **NCIC Outstanding Warrant**
Computer Printouts (replaced each month with up-to-date printout)
Destroy when updated print-out has been received.

1. *Phragmites australis* (Cav.) Trin. ex Steud.

001-25

1950-1951

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